



GRADUATE COUNCIL

Minutes of Meeting Held March 18, 2015

Present: Dean Zhu, Professors Reed, Monaghan, Sparks, Sridhar, Plecnik, Sotiropoulos, Marino, Regoeczi, Delgado, Reinthal, Kaufman, Kondratov, Zingale, Kosteas, Schultheiss

Absent/Excused: Professors Jayanti, Gatica, Thornton

Guests: Professors Don Allensworth-Davies, Xiang Li

Dean Zhu called the meeting to order at 10:03 a.m.

1. Approve Agenda – The meeting Agenda was approved.

2. Approve minutes from February 9, 2015 meeting - The minutes were approved as written.

3. New Business

- ❖ Modern Languages Department 4+1 proposal in Spanish
 - i. A Council member raised the question of the double-counted Capstone course and whether it was a 400-level or 500-level course. Double-counted courses need to be at the 500-level. Is this Capstone course cross-listed?
 - ii. Dr. Zhu also questioned the total number of credits, which is not clear.
 - iii. It was concluded that the proposal needs to be returned to the department for clarification of the Capstone course number and the total number of credits for the 4+1 program.
- ❖ Doctor of Engineering proposals
 - i. In the Computer Engineering track, four existing, cross-listed courses will be added to the elective choices to increase students' flexibility.
 - ii. A proposal to clarify wording in the Degree Requirements that puts a limit of 10 research credits in the xxx895 course was submitted. Additional xxx895 credits can be used in the Flexible Credits portion, also.
 - iii. **A motion was made to approve both Engineering proposals which passed unanimously.**
- ❖ School of Health Sciences
 - i. A new, required course is being proposed (MPH 609) for the Master of Public Health degree. Each member of the Consortium is requesting this course, which fills a gap in the curriculum, per accreditation preparation.
 - ii. Total credits for the degree will not change, but elective credits will be decreased
 - iii. **A motion was made to approve the new course, which passed unanimously.**
- ❖ Physics Department
 - i. A new seminar course (PHY 533) has been proposed to fulfill a content requirement from the accrediting agency for the M.S. in Physics, Medical Physics Specialization and Medical Physics Certificate. This is a required course for the Specialization and a replacement course for the Certificate.

- ii. A second new course, PHY 597, will be an independent study course for the Medical Physics Specialization track. It will replace the PHY 598 Project course that students previously registered for. The course may be repeated up to 16 credits.
- iii. The program is also raising the total credits to the degree *from 33 to 36*
- iv. **A motion was made to approve the three Physics proposals-two new courses and an increase in total credits. The motion passed unanimously.**
- ❖ Out of state tuition
 - i. Dr. Zhu had wanted to discuss the initiative to decrease the out of state tuition, either all students or only those on GA/TA contracts. However, the latest update is that it is unlikely that a change will be made soon. The surcharge paid now is 40% for Doctoral students and 100% for Masters' students. The Provost believes this to be out of line nationally and also with our peer universities.
 - ii. With online courses/programs, the purpose is to attract those students from different areas. A 100% tuition surcharge is discouraging to those out of state students. The Budget Office acknowledges a large loss of revenue from this possible cut. Council members questioned the number of new students that would need to be brought in to compensate for these losses.
 - iii. Dr. Schultheiss and Dr. Zhu shared that \$0 are budgeted for marketing to out of state students and/or to graduate students. How could these students be made aware of CSU and its programs?
 - iv. A Council member brought up the point of additional students needing additional resources (faculty, labs, etc.). If student numbers grow does CSU have the resources to handle the increases?
 - v. Dr. Zhu clarified the GA allocation distribution since there were a few questions about budget cuts to it.
 - vi. A Council member asked about charging a tuition premium to those high demand programs with good job prospects. Some programs do already charge this but Dr. Zhu mentioned that it could be another avenue to explore.

4. Continuing Business

- ❖ College of Business/College of Engineering proposals for the moving of tracks within the MCIS degree
 - i. The two newly created tracks (Information Systems and Computer Science) have been approved previously. The current proposal is for the Computer Science track to be moved to the College of Engineering, and for the Information Systems track to stay within the College of Business.
 - ii. **A motion was made to approve the proposal, which passed unanimously.**
- ❖ Graduate Faculty By-Laws' revisions, continued discussion of "Powers"
 - i. After further clarification and discussion, it was decided to leave the current revised wording for the Powers of the three Levels of graduate faculty status. These revisions will be part of the voting in the Spring 2015 election process.
 - ii. **A motion was made to approve the Graduate Faculty By-Laws' revisions, which passed unanimously.**
- ❖ Continuing discussion items
 - i. Enrollment updates – Enrollment Task Force
 - The Task Force is in Phase 2, trying to implement procedures to impact Fall 2015 enrollment. Dr. Zhu is asking Program Directors to continue to check for applications and move them through the system.
 - Since graduate admissions is not done centrally across campus, a "holistic approach" with all parties will help increase our student

- enrollment. Dr. Zhu is asking for everyone's cooperation. Graduate enrollment has been declining in the last few years.
- David sends reports to those college contacts who have requested the information (program directors, associate deans, etc.). If the number of "ready" applications does not match what a program director can see, LaJohn Dammons is the contact in Enrollment Services.
- ii. Dr. Zhu has draft guidelines for graduate faculty membership exemption requests from departments. He has separated them into two requests: 1) temporary and 2) indefinite to the proper Graduate Faculty status requirement.
- A *temporary* request could involve, e.g., an unexpected last minute medical emergency of the scheduled instructor.
 - An *indefinite* exemption could involve a 600-level course that would be better served with an instructor with more practical experience than research publications.
 - For both requests there is a series of requirements before the request will be processed, such as: 1) initiation by department chair, 2) evidence of a good faith effort to acquire a Level I or Level II instructor, 3) Dean support, 4) evidence of best practice at other similar institutions, and additional criteria.
 - A Council member suggested this draft be available to program directors for feedback.
 - An additional Council member took exception to the word "indefinite," feeling it could be a step towards a removal of the importance of scholarship at the University. Another member explained that per their accreditation agency, certain criteria are still mandated for their program. This could be interpreted as a type of 'checks and balances.' Dr. Zhu reiterated that this draft is for exceptions and is not an "open door" policy.
 - A Council member pointed out that "indefinite" status is not even granted to graduate faculty; renewal of status is required. It was then suggested to place a time limit on this type of exemption. "Indefinite" could be replaced with "long-term" and one of the criteria could specify a renewed request after a five-year period.
 - Dr. Zhu will make some changes to the draft and circulate it to Council members.
- iii. Dr. Zhu reiterated that there is no mandate to convert all graduate courses to 3 credits but programs are encouraged to do so. The budget impact is a concern.
- A Council member stated that even without the mandate, their College has been looking at some revisions to the curriculum and creative offerings that they may not have been able to do without thinking about a conversion process.
- iv. The Graduate Student Awards Committee has been doing final edits on their draft document to present to Council in April.

5. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate – Graduate proposals were approved
- b. University Admissions & Standards – No report
- c. College of Graduate Studies' Admissions & Standards – No report
- d. University Curriculum Committee – No report
- e. Graduate Faculty Review Committee – No report

- f. Petitions Committee – Nineteen petitions were reviewed
- g. Grade Dispute Committee – No report
- h. Program Review Committee
 - A comment was made that in spite of the large number of ongoing reviews across campus, faculty participation on the committees has been low.
 - Several reasons were attributed to this, including the large number of reviews and the delays in the process. The Provost's office will be revising the schedule for the review process.
- i. University Research Council
 - The Council is reviewing Faculty Research proposals and decisions should be coming March 27th. For some reason there were less applicants this year.
 - This award is once a year; a Council member suggested twice a year would be more helpful and more notice time in order to prepare a proposal.

5. Announcements

- a. Graduate Council election ballots will be coming soon
 - b. Next Tuesday, March 24th, will be a Graduate Faculty Meeting
 - c. Dr. Schultheiss asked who was aware of the Graduate Student Resource Center. She spent a few minutes sharing news of what they have been doing and what services and workshops are available to graduate students. We need to make the campus more aware that this Center exists, sends out a monthly newsletter, and is a helpful resource for graduate students.
 - Dr. Monaghan also mentioned that workshops held through the Center for Faculty Excellence can also be open to doctoral students or teaching assistants. Please share this information with your graduate students.
6. **Next Meeting:** The next meeting will be **Friday, April 10, 2015 @ 1:00 p.m.** back in PH 200.
7. **Adjournment:** The meeting adjourned at 11:58 a.m.